



Department of Development Services

Zoning Division

Phone: 703.248.5015

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Harry E. Wells Building

300 Park Avenue, Falls Church, VA 22046-3332

APPLICATION FOR VARIANCE, APPEAL OR SPECIAL USE PERMIT

FEES	Variance	\$ 300 for single family residential / first Code section \$ 500+ for all other variance applications / first Code section Plus \$ 150 / each additional Code section
	Special Use Permit (new or renewal)	\$ 1,500 for non-residential \$ 300 for residential \$ 200 for home day-care and in-home education services
	Appeal	\$ 200

Required Materials: See summary page on reverse for explanation of required materials. If you have any questions, contact the Zoning Office for assistance.

This application is being filed for the purpose of:

☐ Variance to the Code ☐ Special Use Permit ☐ Appeal of a determination under Chapter 48

Applicant name (please print) _____ / / _____
Date of application

Applicant street address, city and state _____ () - _____
Applicant phone

Applicant: ☐ Owns subject property ☐ Leases or rents subject property ☐ Contract purchaser

Complete this section only if the applicant is not the owner of the subject property:

Property owner name (please print) _____
"As owner of this property I hereby authorize the applicant to seek this action before the Board of Zoning Appeals and I attest that the information contained herein is correct."

Property owner street address, city and state _____ Owner signature _____

"AS APPLICANT I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT"

Applicant signature _____ / / _____
Date

— OFFICE USE BELOW —

Application Number _____ MUNIS Number _____ \$ _____ ☐ Received fees
Fees

Property legal description, address, section, lot, subdivision _____

Summary of action requested _____ ☐ Granted

DISPOSITION: After a public hearing on / / the above application was ☐ Denied

☐ See notes or conditions set by BZA Zoning Administrator: _____

Status of real estate and personal property taxes, liens, business license and fees:

TREASURER: ☐ Current ☐ Outstanding (please describe): _____ Initials: _____
COMM. REV: ☐ Current ☐ Outstanding (please describe): _____ Initials: _____





VARIANCES, SPECIAL USE PERMITS AND APPEALS

(See City Code 48.170 - 175 for complete text)

The City of Falls Church Board of Zoning Appeals (BZA) is empowered to hear and decide applications for Variances and Special Use Permits, and to hear and decide Appeals by any person aggrieved by any decision of the zoning administrator relative to the administration of Chapter 48.

Meetings of the Board of Zoning Appeals:

Regular meetings of the BZA are scheduled as needed for 7:45 PM on the second Thursday after the first Monday of each month, in the Council Chambers at 300 Park Avenue.

Fees effective July 1, 2009:

Variance	\$ 300 for single family residential / first Code section \$ 500+ for all other variance applications / first Code section Plus \$ 150 / each additional Code section
Special Use Permit (new or renewal)	\$ 1,500 for non-residential \$ 300 for residential \$ 200 for home day-care and in-home education services
Appeal	\$ 200

Procedure for requesting a Special Use Permit, Variance or Appeal:

A written application for a Special Use Permit, Variance or Appeal must be completed in full and submitted to the Zoning Office. The application must be accompanied by the following:

- Application fee.
- Cover Letter— Special Use Permit: Describe the proposed use related to the application.
- Cover Letter— Variance: Describe the hardship or exceptional circumstance related to the application.
- Cover Letter— Appeal: Describe the decision being appealed, how that decision is in error, and how you are aggrieved by that decision.
- Submit the following materials, if applicable, in support of the application—
 - Photographs of the property as well as a plat and / or site plan depicting alterations.
 - Elevation drawings of existing structures and proposed changes, if any.
 - Floor plans of structures showing before and after plan, if applicable.
 - Samples of materials to be used, if applicable.
 - For Variances, cite each section of code the application seeks to vary.
 - Submit ten (10) complete sets of materials to the Zoning Office two weeks prior to the hearing date.
 - Commercial applicants must submit all materials in electronic form (eg. pdf or jpg format) as well as hard copy.

Variance, Special Use and Appeal Process:

- The Zoning Administrator will forward the completed application and materials to the BZA for placement on the BZA public hearing docket. A copy may also be sent to Boards and Commissions with authority to review and make comment to the BZA.
- Allow a minimum of 6 weeks for placement on the hearing agenda to allow for public notice and preparation of staff review, comment and reference materials for the board members.
- In hearing a request for a Variance, the BZA will consider whether a clearly demonstrable hardship exists, as distinguished from a special privilege or convenience sought by the owner. Applicants should be prepared to define this hardship.
- In hearing a request for a Special Use Permit, the BZA will consider the impact on the peace, health, safety and the public welfare of the surrounding community, as well as adherence to the general purpose and objectives of the land use plan and official master plan.
- For requested uses that are found to have negative impacts on the public welfare, the BZA may deny the request or may authorize mitigating conditions that avoid any negative impacts. The BZA may require a written guarantee and bond that these stipulations will be complied with.
- Approved Special Use Permits and Variances must be implemented within 1 year or they become void.

